



This planner belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

In case of emergency, notify: _____

Relation to Student: _____

Telephone: _____



Southwestern Elementary School



273 South Main Cross Street
Hanover, Indiana 47243

812.866.6204 (p)
812.866.6205 (f)

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SOUTHWESTERN ELEMENTARY SCHOOL STUDENT AGENDA

WELCOME

To the students and parents:

This student agenda is intended to be a guide and aide. It contains information pertaining to academic programs, extracurricular activities, discipline, attendance policies, and other miscellaneous information.

Our goal is to make the educational experience as positive and rewarding for each participant as possible. Reviewing this student agenda together prepares students for success and prevents misunderstandings or mistakes from lack of awareness of school policies and procedures.

Rules and consequences are necessary for the smooth operation of any organization. As school administrators, we are here to assist students and parents. We expect students to come to school prepared to learn each day. This includes being present on a regular basis, having proper rest, coming to school with homework and necessary supplies, cooperating by following school rules, interacting properly with peers and staff members, and participating in classroom learning. When everyone does his/her part, we have a much better experience for everyone involved—student, teachers, parents and other school staff.

Parents can assist the school by upholding the same expectations. Checking work on a regular basis, contacting teachers when you have questions, requesting conferences when a decline in overall performance is observed and participating in education by attending school events will strongly reinforce these expectations.

As partners in education, we can all expect this to be a very rewarding year.

Respectfully,

Karla Gauger, Principal

MISSION STATEMENT

The mission of Southwestern Elementary School is to provide a quality education in a caring environment, which engages all students in academic, social, and individual progress.

EDUCATIONAL PHILOSOPHY

Southwestern Elementary School seeks to provide maximum educational opportunities for all individuals, thus encouraging the development of the total person. Focus is placed upon the basic skills, character development, mental growth, physical maturation, enhancement of social skills, and expansion of creative talent. The education provided is based upon democratic principles and challenges enabling each individual to face and respond to the responsibilities of today's world of work and social interaction. Educational surroundings are provided which challenge students to work from their present levels to their maximum potential and which offer them opportunities to succeed. Along with the opportunities provided come responsibilities, obligations and accountability. In accordance with this general statement of philosophy for the Southwestern Jefferson County Consolidated School Corporation, the Board of Education shares the belief that free education should be provided to all children and youth until they have completed a curriculum appropriate to their needs and abilities.

APPROVAL

The Board of School Trustees of the Southwestern Jefferson County Consolidated School Corporation, at a regularly scheduled monthly meeting, approved as official school policy the rules and regulations of this document as they pertain to the rights and responsibilities of students at Southwestern Elementary school.

Approved: April 30, 2018

TABLE OF CONTENTS

Section One: School Procedures

Section Two: Academic Information

Section Three: Attendance Policy

Section Four: Student Conduct

Section Five: Student Discipline Profile

Section Six: General Information

-SECTION ONE- SCHOOL PROCEDURES

1. Arrival

For the safety and welfare of all students, the following procedures are in effect for students arriving at the elementary school in the mornings.

- Vehicles should not enter the bus loading zone between 7:00 a.m. and 8:00 a.m.
- All doors will remain locked throughout the school day with a security camera monitoring all access points and also additional cameras throughout the building.
- Students will be dismissed off the buses in three shifts with the first at 7:25 a.m. followed by 7:30 a.m. and again at 7:45 a.m. The students will enter the front doors.
- Parents should not bring their children to school before 7:30 a.m. and should make certain that their child has safely entered the school before leaving. Morning drop off should take place at the side door (E9) located near the administration building starting at 7:30 a.m.
- A before school child care program is offered for students arriving between 6:30 a.m. and 7:30 a.m. (Call 866-6251 for more information.) These students will enter through the front door and must be signed in at the office. You will need to check in at the office.
- Students arriving prior to 7:45 a.m. should report to the cafeteria or gymnasium
- Upon arrival, parent/guardian should go directly to the office to check in.
- In order to travel with in the building, a parent or guardian must have checked into the office and have a visitor's lanyard.
- All students will be offered FREE breakfast in the cafeteria.
- Class will begin at 8:05 a.m.
- Students not arriving at the classroom before 8:05 a.m. must be signed in by the parent/guardian at the office.

2. Dismissal

For the safety and welfare of all students, the following procedures are in effect for dismissal of students at the elementary school.

- Dismissal begins at 2:47 p.m.
- Students will be required to be in one of the following categories.
 - Bus Rider (those students riding a designated bus)
 - Car Rider (those students who will be loaded into waiting car after buses depart)
 - Walker/Bike Rider (those students that walk/ride off school property)
 - After School Care (those students remaining for the pre-paid after school care program)
- In the event that a student must be picked up from school, an authorized adult will be required to display proper identification and sign the student out in the office. Students being signed out prior to 2:45 p.m. will be charged an afternoon tardy in accordance with our current attendance policy. (No student(s) will be permitted to be removed from the line during dismissal.)
- The pre-paid after school care program is available between 3:00 p.m. and 5:30 p.m. (Call 866-6251 for more information.)
- Individuals designated to pick up students (car riders) will enter the bus loading zone in front of the school after all buses have left the elementary loading zone. School staff will then load students into the proper vehicle based on school issued credentials. Those who are picking up students without proper credentials will be required to pull out of the line and be verified before the student(s) will be allowed to be loaded. (Expect long delays in this case.)
- Vehicles should NOT enter the bus-loading zone between 2:00 p.m. and 3:00 p.m.
- Car riders, walkers, and bike riders are required to have **WRITTEN** permission from a parent/guardian. Students are expected to use designated procedures, exits, and cross walks.

3. Change of Dismissal Routine

For the safety and welfare of all students, the following procedures will be adhered to:

- Written permission is required for any change to the usual dismissal routine.
- Requests for dismissal changes **will not be accepted by phone.**

4. Sign-Out Procedure

Although not encouraged, we know that students sometimes have to leave the building during the school day. For the safety and welfare of all students, these procedures must be followed:

- ALL students who are picked up early **MUST** be signed out at the office.
- **NO ONE will be allowed to sign a student out unless they are listed in the contacts section for that student.**
- For attendance purposes, Students being signed out prior to 2:30 p.m. will be charged an afternoon tardy in accordance with our current attendance policy. Dr. Appointments, dentist appointments, and other such occurrences are exempt with proper documentation submitted or administrative approval. Please refer to the attendance policy for additional information.

5. Student Guidelines

A. Rebel Rules

- Walk through the building at all times.
- Respect school property and other people at all times.
- No gum is allowed at school.
- Show your best manners at all times.
- Take needed materials and books to class each day, i.e. pencil, paper, and homework. Come prepared for school at all times.
- Remove hats when entering the school building.

- All toys should be left at home including electronic devices, toy weapons, trading cards, skate shoes and skateboards.
- Southwestern Elementary School assumes no financial responsibility for lost, stolen, or damaged student-owned property while such property is on the school grounds or is being used at any school-related activity off school grounds.

B. Bullying Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

I. Bullying is not...

- Not liking someone
- Accidentally bumping into someone
- Making other kids play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expressions of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation or meanness. The definition of bullying states that there is repetition in the behavior.
- All the behaviors above are unpleasant and need to be addressed, but they are not to be treated as bullying.

- **Bullying is unwanted, aggressive behavior among school aged children that involved a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.**

II. Bullying may include actions such as:

- Making threats
- Spreading rumors
- Attacking someone physically or verbally
- Excluding someone from a group on purpose

D. Cafeteria Rules

- Leave the tables and floor in a clean condition, ready for use by others.
- Keep the cafeteria line in good order. No cutting in line by students will be allowed.
- Consume all cafeteria food in the cafeteria.
- Speak in a soft voice to those around you.
- Trading food is not permitted.
- Talk respectfully to all adults.
- Unless permission is given, stay in your seat with both feet under the table.
- No pushing, shoving, or fighting at your seats or in line and no running at any time.
- When lights are turned off, remain silent.
- Please do not bring any fast food or soft drinks to school for lunch. Students and parents are encouraged to eat school lunches or bring healthy foods and/or snacks from home.

6. Homework Guidelines

In an effort to foster responsibility, students are expected to take home all homework materials at the end of the school day. Please remember that homework is your child's responsibility, not yours. Start early in his/her school career by establishing a nightly study time and a quiet, comfortable place to study. Help him/her, but do not do the work for him/her. Finally, give him/her the moral support, encouragement and confidence needed to be a successful, responsible, and independent student.

Completing homework on a regular basis is an important part of the educational process. Homework assigned and completed not only reinforces skills learned in the classroom, but it also teaches organization skills and discipline. When absences occur, students are responsible for completing missed assignments and returning them to their teacher in a timely manner.

7. Emergency Drills

Emergency drills will be held to insure that students, faculty and staff know the procedure to follow in the event of an actual emergency. Fire, Disaster, and Lockdown drills are held periodically. Students should follow the directions of the teacher.

8. Visitors and Guests

Visitors are welcome in our school throughout the year. Visitors need to report to the office and sign-in. Identification badges will be printed and are to be worn while in the school. Upon the completion of your visit, all visitors must return to the office to complete the checkout process and return the identification badges.

9. Search and Seizure

School authorities may seize any contraband substance or object that the possession of which is illegal. School authorities may also seize any material or object, which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

- Authority to Conduct a Search - The law allows school authorities to search students and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
- General Inspection - School authorities will be making general inspections of desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
- Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband items.
- Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

10. School Closing Information

Changes in school schedules are sometimes necessary for the safety and well-being of our students and staff. These changes can come in the way of school closure, school delay, early dismissal, event cancellation, etc. In the event that the planned school schedule must be altered, this information will be shared in the following ways. The School Messenger System will be used to send notifications by telephone/text message/email. Madison Radio Stations WORX 96.7 FM or WXGO 1270 AM, WIKI 95.3 FM, or Louisville-based radio and television stations WHAS (11), WAVE (3), WLKY (32), or WDRB (41) will broadcast the changes. In addition, information will be shared on Facebook and Twitter. **To ensure you receive these messages, please make sure the office has accurate information including email, cell phone, home phone, emergency contacts, etc.**

11. Field Trips

For the safety and welfare of all students, the following rules and/or policies concerning field trips will be stringently adhered to:

- ALL students will participate in field trips unless denied permission in writing by the student's parent/guardian.
- A teacher may also deny a student the privilege of attending a field trip based on poor behavior. Parent/guardian will be contacted by the teacher at least two days in advanced of the field trip which the student will be denied to attend.
- ALL parent chaperons MUST adhere to the school's field trip chaperon policy.
- ALL chaperons must have completed a limited criminal background check completed each school year at least two weeks before the scheduled field trip.
- **ALL RULES OF STUDENT HANDBOOK APPLY DURING ALL FIELD TRIPS.**

12. Volunteers

Anyone wishing to volunteer in the school must complete a limited criminal background check completed each school year before any volunteer service can take place. The required forms are available in the office and on the school website. Those who volunteer to work in the school also must adhere to the *Volunteer Guidelines* and follow a pre-arranged schedule.

13. Extracurricular Activities

When in attendance at any school event, students are expected to behave in a way that is both courteous and in compliance with all school rules. Students are not to be in unauthorized areas and should avoid blocking or congesting areas. Students who are uncooperative or disruptive will be disciplined and parent or guardian will be notified.

-SECTION TWO- ACADEMIC INFORMATION

1. Grade Cards

Grade cards are typically issued one week following the end of the grading period.

2. Grade Computation

Students will be given a copy of the grade scale along with other classroom expectations.

99-100	A+	94-98	A	90-93	A-
87-89	B+	83-86	B	80-82	B-
77-79	C+	73-76	C	70-72	C-
67-69	D+	63-66	D	60-62	D-

3. Retention

A parent or guardian will be notified if retention is being considered for a student.

-SECTION THREE- ATTENDANCE POLICY

Success is desired for every student. To assure success, attendance is essential. Students are expected to attend school regularly to receive the most benefit from the instructional program. Through the combined efforts of parents, students, and the school, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare our students for educational success.

Southwestern Elementary School considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, educational achievement is directly related to attendance. A student, who misses a day of school, misses a day of education that cannot be retrieved in its entirety. The school administration believes that if a student is too ill to come to school, she/he is also too ill to participate in or attend extracurricular activities, on the day(s) absent from school. So that all parties involved in the education of our students can work together, the following policies and procedures are presented.

1. Procedure for Reporting Absences

Absences should be called in to the Attendance Hot-line at 866-6203, on the day a student is absent. A doctor's excuse or parent note should accompany the student upon return to school.

A call is needed **each day** a student is absent.

2. Student Responsibilities:

Assignments missed due to absences are expected to be completed in a timely manner.

3. Parent Responsibilities:

Indiana has compulsory attendance laws. Under these laws it is unlawful for a parent to fail to ensure that his/her child attends school. A person who knowingly violates this law commits a class B misdemeanor that carries a penalty of a fine up to \$1000.00 and up to 180 days in jail. **IC20-33-2-27**

- If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six days after it is demanded. The certificate required should be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. Violation of this law is a Class B misdemeanor. **IC20-33-2-18**

4. Absence:

The attendance policy recognizes student absenteeism as follows:

- Doctor, dentist, orthodontist, optometrist, and chiropractor visits. Parent/Guardian **MUST** provide written documentation from the attending doctor, dentist, etc.
- Court, Division of Family and Children, and Mental Health appointments. Parent/Guardian **MUST** provide written documentation from the provider.
- Attending a funeral of a relative. Parent/Guardian **MUST** provide a Memorial Service card upon return to school.
- State Fair (approved activities ONLY).
- Notifications about absences provided by phone call, e-mail, or parent note.

*** ALL absences are recorded as unexcused in the Harmony student management system. However, any documentation (doctor's notes, court records, parent notes/hotline call-ins, etc), will be recorded in Harmony in the event Administrators need to review a student's attendance status.

5. Attendance Procedures

The following procedures will be utilized with each student:

- An automated phone call will be made when the student is not in attendance/tardy from school.
- Absenteeism over 10 days may result in a referral to the court system and Division of Family and Children.
- Should attendance concerns continue, further disciplinary action may be taken.

Days of Absence	Procedure
5 Days	The parent/guardian will be sent a letter to inform them of the attendance policy and their student's current days of absence.
9 Days	The attendance committee/administration will review the student's attendance habits. A letter will be sent to the parent/guardian regarding their student's attendance situation. The parent or guardian must contact the school concerning the attendance problem.
Over 10 Days	Over (10) days of absences the Attendance Committee/administration will meet and discuss the attendance of the student and may recommend referral to the court system and or Division of Family and Children.

6. Family vacations

With the implementation of the balanced school calendar, absences of this type will be considered like all other absences.

7. Make-Up Work

All work is an important part of the learning process. **It is the student's responsibility to get make-up work from each teacher.**

8. Tardy or Partial Day Attendance

- A student is expected to be in their classroom by the 8:05 a.m. tardy bell. Tardy students need to be signed in at the office **by a parent or guardian.**
- Students leaving school prior to 2:30 p.m. will be charged with an afternoon tardy.
- Any student not present for a full day of instruction will be marked a half-day absent.

9. Excessive Absences & Tardies

- Excessive absences or tardies may result in a referral to the court system and/or Division of Family and Children.
- Indiana has compulsory attendance laws. Under these laws, it is unlawful for a parent to fail to ensure that his/her child attends school. A person who knowingly violates this law commits a class B misdemeanor that carries a penalty of a fine up to \$1,000.00 and up to 180 days in jail.
IC20-33-3-37
- Students who violate the attendance policy may also face expulsion if deemed necessary by the school Administration.
- If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six days after it is demanded. The certificate required should be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

10. Truancy

The State of Indiana defines habitual truancy as the "willful refusal to attend school in defiance of parental authority." The school may call the student's home to verify absences on certain days. If the student's whereabouts cannot be verified, he/she will be counted truant. The truancy will stand unless the student's parents can verify the student's absence. If a student is truant, attempts will be made to contact parents by phone and/or mail. Parents are requested to acknowledge receipt of written notice if they cannot be reached by phone.

11. Withdrawals and Transfers

The procedure for withdrawing from school and transferring to another school is as follows:

- The parent should obtain a withdrawal form from the elementary office.
- The student should return all books to the teacher and librarian.
- Parent should pay all outstanding fees to the school treasurer and Food Services Director.

12. Extracurricular Activities

- A student who is unable to attend school is also unable to attend extracurricular activities later in the same day.
- Students serving In School or Out of School Suspension may not participate in or attend class activities or extracurricular activities on the assigned days.

13. Exceptions/Excused Absences

There are times when a student may attend an event(s) that will not be counted towards the 10 Day Attendance Policy. Exceptions to the Compulsory Attendance Law for which Attendance Credit is given: (in accordance with IC 20-33-2-14 through IC 20-33-2-17.5)

1. Service as a page in the Indiana General Assembly.
2. Appear as an honoree in the General Assembly.
3. Major religious holidays where the observance of the rituals requires that the student be present.
4. Required appearance at any court proceeding.
5. Active duty with the Indiana National Guard. (Not to exceed 10 days.)
6. Service on the precinct election board or as a helper to a political candidate or to a political party on the day of the primary or general election.
7. Dangerous communicable diseases, transmittable through normal school contacts, that poses a threat to the health or safety of the school community. Contact by the parent/guardian and the attending physician must be made to the school as soon as the condition is diagnosed. The school may also contact the Jackson County Health Department.
8. Participation in out-of-class, school sanctioned activities.
9. **Out-of-school suspensions** will not count toward the seven (7) days/ semester total. They are still an unexcused absence.
10. A severe medical condition or accident that results in the student being hospitalized or home bound. Contact by the parent/guardian and the attending physician must be made to the school as soon as the condition is diagnosed.

-SECTION FOUR- STUDENT CONDUCT

Discipline at Southwestern Elementary School is a responsibility shared by students, parents, teachers, and administrators. Our policies, in compliance with the laws of the State of Indiana, promote an orderly, safe, and positive learning environment. We encourage respect for each individual within our school community.

RESPONSIBILITIES

Faculty, Administration, and Staff Responsibilities

- * Communicate with parents when appropriate and helpful for student(s).
- * Provide a positive, orderly and safe learning environment for every student.
- * Follow and enforce all rules.
- * Follow due process procedures, state and federal laws when dealing with student discipline.
- * Review with students all school rules, policies and consequences and provide them with a student handbook.

Student Responsibility

- * Communicate with teachers and parents when appropriate and helpful.
- * Accept responsibility for his or her own behavior.
- * Know and follow school rules and policies.
- * Report to school and each class on time; be prepared for each day's instruction with appropriate learning materials.
- * Use language which is appropriate and not offensive.
- * Dress positively and appropriately for school.

Parent Responsibility

- * Communicate with teachers and administrators when appropriate and helpful for the student(s).
- * Encourage your student(s).
- * Work with your student(s) and school personnel to resolve discipline problems.
- * Notify the attendance office when it is legitimately necessary for your child to be absent or leave school early.

It is a continuous goal to help shape the lives of students at Southwestern Elementary School into positive role models and leaders of our community. Our students are expected at all times to practice qualities such as Respect, Responsibility, Honesty, Cooperation, and exercise Good Manners towards fellow students, teachers, and staff members of the school. The establishment of these traits will help foster and maintain a positive learning environment for all who seek an education at Southwestern Elementary School.

The Leader in Me

- **Be Proactive**
 - *I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my mistakes. I can only be offended if I choose to be.*
- **Begin with the End in Mind**
 - *I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.*
- **Put First Things First**
 - *I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.*
- **Seek First to Understand, Then to Be Understood**
 - *I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.*
- **Synergize**
 - *I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.*
- **Sharpen the Saw**
 - *I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.*

Primary Classroom Discipline (Grades K-2)

1. First occurrence - verbal warning (-1 point)
2. Second occurrence - 1/2 of recess lost (-5 point)
3. Third occurrence - second 1/2 of recess lost (-10 points)
4. Fourth occurrence (-15 points)
 - CLASSROOM discipline record in Harmony
 - contact guardian by means of letter, phone, email, or text message to discuss the incident.
 - loss of classroom incentive
5. Fifth occurrence (-30 points)
 - complete OFFICE discipline record in Harmony
 - principal or his/her designee will meet with the student within 1-3 days to assign school-level discipline.
6. Sixth occurrence (-50 points)
 - office staff informed that the student needs to be removed from the class
 - cooperative student will be sent to the office
 - uncooperative student will be escorted from the room by the principal or his/her designee
 - the principal or his/her designee may contact the guardian to pick up the student

*Steps may be skipped due to the severity of the student's behavior.

Intermediate Classroom Discipline (Grades 3-5)

1. First occurrence - 5 minute consequence (-1 point)
2. Second occurrence - 10 minute consequence (-5 point)
3. Third occurrence - 15 minute consequence (-10 point)
4. Fourth occurrence (-15 point)
 - CLASSROOM discipline record in Harmony
 - contact guardian by means of letter, phone, email, or text message to discuss the incident.
 - 20 minute consequence
5. Fifth occurrence (-30 point)
 - complete OFFICE discipline record in Harmony
 - principal or his/her designee will meet with the student within 1-3 days to assign school-level discipline.
 - 20 minute consequence
6. Sixth occurrence (-50 point)
 - office staff informed that the student needs to be removed from the class
 - cooperative student will be sent to the office
 - uncooperative student will be escorted from the room by the principal or his/her designee
 - the principal or his/her designee may contact the guardian to pick up the student

*Steps may be skipped due to the severity of the student's behavior.

The school and the home are partners in assisting our youth in the learning process. This includes behavior, academics, and extracurricular involvement of students. Our ultimate goal is to develop responsible, self-disciplined, and self-directed citizens and workers for the future.

To meet this goal, we have developed clear expectations and clear consequences for times when these expectations are not met. As parents, your role is to support the school by expecting the same excellence and upholding teachers and administrators when consequences are given. By doing this, we are better able to hold students accountable and bring about growth and maturity.

We encourage each parent to be involved in the educational process

- Be informed by reading this student agenda.
- Call your child's teacher(s), or come in for a conference when you have questions or concerns.
- Discuss behavior and academic expectations with your child.
- Monitor child's progress using the Harmony Student Management System.

Open and honest communication is what makes us stronger partners in your child's education.

Recognizing that each teacher is responsible for the students in his/her class, teachers will assign appropriate consequences for classroom rule violations. Once a teacher finds a student's behavior does not improve after he/she has taken corrective measures, or the student's behavior is so disruptive that it interferes with the educational function, school officials may find it necessary to remove a student. The school as authorized by the Board of School Trustees will take the following actions, in accordance with the provisions of IC-20-33-8-1:

1. REMOVAL FROM CLASS OR ACTIVITY

A teacher will have the right to remove a student from his/her class or activity for a period of up to 5 days per offense with administration approval, if the student is assigned regular or additional work to be completed in another setting.

2. AFTER-SCHOOL DETENTION (ASD)

- In those instances where ASD is deemed an appropriate punishment, (See infractions listed in Section Six), the administration will assign the ASD. The principal will track the number of ASD incidents per student. **A student will be assigned ASD for a maximum of four (4) incidents per school year.**
- Students must bring schoolwork to do during ASD and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, tardiness, etc. will not be tolerated. Students not following these guidelines will be asked to leave and will be assigned an additional session of ASD. ASDs will meet on Tuesdays and Thursdays of each week, from 3:00 - 4:00 p.m. Students will be assigned to the next available ASD session following the day of the incident. Parents/guardians will be notified of their child's ASD by a phone call and/or a discipline referral notice from the administration.

Failure to attend an ASD will result in the assignment of a Saturday Morning Detention. (SMD)

3. SATURDAY MORNING DETENTION (SMD)

- After four ASD incidents, the student will serve SMD. A SMD can be assigned for specific incidents listed in the Progressive Disciplinary Actions section. A student will be assigned SMD for any infraction warranting an SMD in the student agenda. SMD meets on assigned Saturday's during the school year from 8:00am-10:00am when staff is available to monitor the detentions. Students must bring school work to work on during SMD and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, tardiness, etc. will not be tolerated.

Failure to attend SMD will result in out of school suspension (OSS).

4. SUSPENSION FROM SCHOOL

ISS (In-School Suspension)

- The In-School Suspension (ISS) room will be used as an intervention for minor offenses for students in grades K-5. The following are components of the ISS room that will be used by Southwestern Elementary School as part of the student discipline policy.

STUDENT REMOVAL FROM CLASS - Serve a portion of the day as decided by the administration.

- In-School Suspension Policy - After 5 full days served in ISS, a student will be suspended from school for 2 days (OSS) if another infraction occurs. When 5 more days accumulate, the student will be suspended for 3 days (OSS); 5 more days, suspension for 4 days...and so on. If a student is close to meeting the 5-day criteria and, due to another infraction, is assigned an ISS that would take them over the limit, the student will serve the ISS. On the next infraction, the student would be suspended, with the excess periods carrying over toward the next 5-day limit.

ADMINISTRATIVE DISCRETION - Administrative discretion will be used in the assignment of ISS. Only administration will assign ISS. Teachers will complete an OFFICE discipline record in the Harmony Student Management System and the principal or his/her designee will assess proper disciplinary action to be taken.

First Suspension: Should a student acquire an OSS, the school will contact the parent or guardian and state the reason(s) for the suspension. The purpose of this contact is to make sure:

1. They understand the reason(s) for the suspension
2. They understand and agree to their responsibility should their son/daughter acquire a second OSS
3. Provides their son/daughter permission to return to school upon the conclusion of the suspension. This OSS can continue for up to 10 days.

Second Suspension: Should a student acquire a second OSS, the school will make an additional contact with the parent or guardian to discuss the reason for suspension. The discipline procedure will be thoroughly explained along with the consequences of future misconduct. Should a student acquire his/her second suspension, the consequences, will include being ineligible for extracurricular activities (sports, clubs, and any school affiliated events) for the remainder of the school year. At this time, the student may be notified that he/she is on "probation" at school for the remainder of the school year; the terms of the probation being that should the student acquire his/her third suspension, that student would be referred and recommended for expulsion

Third Suspension: Should a student acquire his/her third suspension for the current school year, that student will be referred and recommended for expulsion from Southwestern Elementary School.

**Suspensions will be either excused or unexcused at the discretion of the principal or his/her designee. Students will be allowed to complete class work for credit during excused suspensions. Students will not be allowed to complete class work for credit during unexcused suspensions.*

5. EXPULSION:

Once a student reaches three out of school suspensions he or she may be referred for expulsion.

Expulsion may be for the remainder of the semester in which the violation took place and the following semester. A review process will determine whether or not the student may return to school. If the student were permitted to return to school for the next semester that student would be on probation, and any offense that warranted an office referral that would result in an OSS would be a violation of the probation and would reinstate the expulsion. The student shall not be on school grounds and may not participate in any school functions during the expulsion period.

1. Grounds for Suspension or Expulsion: Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following are examples of student misconduct or substantial disobedience. These are merely examples and are not intended to be all-inclusive. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, possessing any firearm, explosive device or other weapon, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - Setting fire to or damaging any school building or property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of a school or education function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. A weapon, as defined by the school administration, will be any article that could be utilized to inflict harm, damage, or serious injury upon another person.
8. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

 - That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed in how to self-administer the prescribed medication.
 - The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function including, but not limited to:
 - Engaging in sexual behavior on school property;
 - Disobedience of administrative authority;
 - Willful absence or tardiness of students;
 - Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - Failing to tell the truth about any matter under investigation by school personnel;
 - Possessing or using a laser pointer or similar device.
17. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
18. Possessing a Firearm or Destructive Device
 - a. No student shall possess, handle or transmit any firearm on school property. Possession of a handgun or firearm on school property or on a school bus (as well as possession of a handgun within 1000 feet of school property) is a felony: a violation of this law will be reported to law enforcement officers.
 - b. The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer.
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - An antique firearm
 - A rifle or a shotgun that the owner intends to use solely for sporting, recreational or cultural purposes c. For the purpose of this rule, a destructive device is
 - An explosive, incendiary or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or,
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 - d. The penalty for possession of a firearm: 10 day suspension and/or, pending a due process hearing, expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion on a case-by-case basis. The student may return at the beginning of the first trimester following the one calendar year expulsion.
 - e. The building administrator shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
19. Possessing a Deadly Weapon
- a. No student shall possess, handle or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8: a weapon, laser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used or is intended to be used, is readily capable of causing serious bodily injury or an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 - d. The building administrator shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

20. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

21) Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

The grounds for suspension or expulsion listed above apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event, or
- Traveling to or from school or a school activity, function, or event.
- In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

6. Expulsion Procedures:

When a student is recommended for expulsion (to be expelled from school), the following procedures will be followed:

- a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 1. Legal counsel
 2. A member of the administrative staff who did not expel the student and was not involved on the events giving rise to the expulsion.
- b. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and/or appear at this meeting will be deemed a waiver of rights administratively and judicially to contest and appeal the expulsion.
- c. The notice to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
- d. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- e. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

- f. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it may consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent, or representative. The board will then take any action deemed appropriate.
- g. Full details of the rules, regulations, and due process procedure provided by Public Law IC20-33-8-1 are available to any parent, guardian or student at the office of the superintendent.

7. Drug Abuse

The Southwestern School System has adopted a Zero Tolerance stand on drug possession/drug use. Students found in violation of the drug policy will be Suspended Pending Expulsion.

Reasonable Suspicion Drug Testing - The Administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion the student, while at school, is using or under the influence of alcohol, marijuana, or a controlled substance (as defined by Indiana law). Reasonable suspicion may arise from the following:

- a. A student's conduct, physical appearance and/or odor indicate the use of alcohol, marijuana, or a controlled substance.
- b. Possession of a drug, drug paraphernalia, or alcohol.
- c. Reliable information communicated to an administrator indicating that a student is presently using, possessing, or under the influence of alcohol, marijuana, or a controlled substance.

*Failure to produce a test sample after a reasonable period of time, or the student's refusal to submit to the chemical test, or a positive test result will allow the Administration to proceed with disciplinary action regarding drug use. It will be the responsibility of the parent/student to pay for the cost of the test if it is positive, the school will pay for any test that is negative.

8. Care of School Property

The Southwestern School District has provided fine facilities for students. It is the responsibility of students to display proper care for all books, supplies, equipment and furniture supplied by the school. Students who disfigure property or do other damage to the school property, equipment or furniture will receive disciplinary action and will be required to replace the item or pay for damage done. Students walking to school are reminded to respect the property of others. Destruction is a suspendable, even expellable, violation.

9. Southwestern Jefferson County Consolidated School Corporation Internet and Technology Acceptable Use Policy and Guidelines

The Southwestern School Corporation believes the Internet offers vast, diverse, and unique resources to its schools. The goal in providing Internet access to the faculty and students is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication.

All users will be required to read and sign the Corporation's Acceptable Use Policy indicating their acceptance of the provisions and agreement to comply.

Filtering: the school corporation to ensure students are not accessing inappropriate sites will monitor Student Internet activities. Each school corporation computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

**-SECTION FIVE-
DISCIPLINE PROFILE**

A student's discipline report will be used to keep a visual record of the progressive nature of the school discipline plan. A pyramid structure will be used as a tool to monitor the discipline plan.

Progressive Disciplinary Actions

- a. The violations cover any school function and going to and from school.
- b. A violation means that the parent/guardian may be notified.
- c. Any assigned discipline will be made up if the student is absent.
- d. Disciplinary action is not limited to those items listed below. The administration reserves the right to discipline in a manner directly related to the severity of the violations.
- e. Administration will work with the student services in specific cases that need assistance within the school.

The following lists are guidelines for disciplinary actions. Violations in each case will be evaluated and punishment administered with the discretion of the administration. It should be understood that violations are cumulative regardless of the staff member submitting the referral. **These are guidelines, not all-inclusive, and may be increased or decreased as deemed necessary by the Administration of Southwestern Elementary School.**

Student Code of Conduct Disciplinary Levels

VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
<i>Insubordination (Student unwilling to do what is requested)</i>	½ Day ISS	1 Day ISS	3 Day ISS
<i>Smoking (includes-any tobacco products) or possession of tobacco- product or paraphernalia</i>	1 Day OSS	3 Day OSS	5 Day OSS
<i>Knowingly possessing, handling, or transmitting a knife or an object that can reasonably be considered a weapon (This includes pocket knives of any kind) or live ammunition)</i>	Suspension with possibility of expulsion		
<i>Possession of lighter, matches, fireworks or any device used for ignition</i>	1 Day OSS	3 Days OSS	5 Days OSS
<i>Possession and or use of a Weapon, explosives or live Ammunition</i>	Suspension with possibility of expulsion		
<i>Obscenity/Profanity (general)</i>	1 Day ISS	1 Day ASD	1 Day OSS
<i>Obscenity/Profanity (in a conversation with a staff member)*</i>	1 Day OSS	3 Day OSS	5 Day OSS
<i>Disrespect (staff directed)</i>	1 Day ISS	1 Day ASD	1 Day OSS
<i>Harassment/Bullying (verbal, physical, sexual)*</i>	Sexual Harassment complaint form will be filed when applicable. Other disciplinary action will be taken when appropriate.		
<i>Fighting/Provoking a fight (Includes fighting, threatening notes, bullying, or placing any bodily fluids on another student). Bullying will NOT be tolerated.</i>	1 Day OSS	3 Day OSS	5 Day OSS
	Parents Contacted. The SRO may be called if the student continues to fight after a staff member or school employee has told them to stop. Bullying is defined as: any means overt (intentional), repeated acts or gestures, including: 1. Verbal or written communications transmitted; 2. Physical acts committed; or 3. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (P.L. 106-2005, SEC.6)		
<i>Non-Lethal threats towards students or staff members*</i>	1 Day ISS	1 Day ASD	1 Day OSS
<i>Lethal threats towards students or staff member*</i>	Suspension with possibility of expulsion		
<i>Improper dress**</i>	Verbal Warning Student will be asked to call home for change of clothes or sent to the nurse to acquire appropriate clothing.	1 Day ISS	1 Day ASD
<i>Vandalism/Willful destruction of school property</i>	Student/parent will be responsible for reimbursement. Severity will determine whether it is reported to the police and/or additional discipline could lead to suspension or expulsion.		
<i>Skipped ASD</i>	1 Day SMD	2 Day SMD	3 Day SMD
<i>Skipped SMD</i>	1 Day OSS	2 Days OSS	3 Days OSS
<i>Theft</i>	Severity of infraction will determine punishment, SRO may be contacted		
<i>Amorous Physical Contact</i>	1 Day ISS	3 Days ISS	5 Days ISS
<i>Cheating on work (per subject area)</i>	Zero on Assignment	5% Reduction in Letter Grade	10% Reduction in Letter Grade
<i>Possession of / influence of alcohol or substance alleged to be drugs or alcohol or paraphernalia***</i>	Suspension with possibility of expulsion		
<i>Selling or distribution of above at school or school sponsored events***</i>	Suspension with possibility of expulsion		
<i>Electronic Devices (I-Pods, Cell Phones, etc.)****</i>	1 Day ISS	1 Day ASD	1 Day SMD

Indiana Code 20-33-8-4 allows schools to remove students that show substantial disobedience to a school's Student Code of Conduct or Corporation Policy.

* Severity of infraction will determine punishment

** Student may be sent home to change clothes, told to turn improper attire inside out, or told to put another article of clothing on.

***All school employees are now required by law to report any crimes involving drugs, which occur within 1,000 feet of school property, or on a school bus. The administrator must then make a written report to a law enforcement officer. (Effective Jan. 1, 1988 House Enrolled Act 1875).

****Electronic devices, beepers, cellular phones, pagers, mp3 players, tapes/cd players, radios and other such devices are not to be brought to school. Devices found in the student's possession will be confiscated and parents must come to school to have the item(s) returned to them.

**Please keep all toys and valuable items at home. The school will not be held responsible for lost, stolen, or damaged devices or personal items.

---Law enforcement will be contacted for all illegal activity---

Dress Code Policy

The way a student dresses for school should be suitable for the activity in which he/she participates. Unhealthy, unsafe, or inappropriate clothing is not permitted like spaghetti straps, halter tops, extremely short skirts and shorts, midriff shirts, and pants that won't stay up on their own. This would also include clothing that promotes violence, alcohol, tobacco, drugs, sex, and firearms. Clothing that displays or promotes negative statements, attitudes, gestures, or put-downs are unacceptable. Anything that draws attention to a student such as: body piercing other than the ear, tattoos, chains, and non-natural hair colors will not be allowed (natural colors are black, brown, blonde, and natural red). Any other colored hair is against school policy. Flip-flops, backless, and open-toe shoes are prohibited for the safety and welfare of all students.

-SECTION SIX- GENERAL INFORMATION

1. Nurse and Health Services

When a child is ill or injured, he/she is referred to the school nurse. The school nurse follows the guidelines of the Indiana State Department of Health and the advice of the director of nursing.

We ask that a child be kept home from school if he/she has any of the following symptoms:

- Temperature of 99.6 or greater
- Vomiting or diarrhea
- Symptoms of pink eye (conjunctivitis) i.e. red, watery, puffy eyes.
- Live head lice.
- Any other potentially contagious disorder, if not sure contact your health provider.
- Please keep your child home with the above symptoms and call the **Attendance Hot Line #866-6203**.

If your child wakes complaining of head, stomach, ear, or any other pain, please take their temperature. If however they just don't feel well, and do not have the above symptoms, send them to school and call the **Nurse's Office Phone #812-866-6210**

It is the parent's responsibility to make sure their child is not contagious when they come to school. Children will be sent home if they have the symptoms listed above. A student should be symptom free from fever (temp. 100 or above), vomiting, or diarrhea for 24 hours without fever reducing medication, before returning to school. Many illnesses are spread through the classroom and taken home to families with very young children or elderly family members who may have serious complications. It is important for your child to rest when they are ill. At the beginning of each calendar year, or at the time of enrollment, we request that a health information be completed using the Harmony Student Management System during the online registration process. This keeps us informed of any health problems your child may have and lets us know who you want us to contact in the event that they are ill or injured. We follow the Indiana State Medication Policy; copies will be available at your request. Medication should not be sent to school with the student. Students are required by Indiana State Law to be properly immunized. This includes, but is not limited to, immunization against hepatitis b, polio, diphtheria, whooping cough, tetanus, measles, rubella, mumps, and chicken pox disease. A copy of your child's immunization record and official birth certificate are required at the time of enrollment.

- Immunization Law, Section 5:
 - a. Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.
 - b. The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.
 - c. A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless:
 1. the school gives the parent of the student a waiver; or
 2. the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.
 - d. The state department of health may commence an action against a school under IC 4-21.5-3-6 or IC 4-21.5-4 for the issuance of an order of compliance for failure to enforce this section.

- e. Neither a religious objection under IC 20-34-3-2 nor an exception for the student's health under IC 20-34-3-3 relieves a parent from the reporting requirements under this section.

2. Policy on the Management of Pediculosis Capitis Adopted from Communicable Disease Reference Guide for Schools: 2012 Edition

Pediculosis Capitis

Head Lice

Clinical Description

Pediculosis capitis is an infestation of adult lice or nits (eggs) in the hair on the head. The head louse lives close to the scalp and is most visible behind the ears or at the base of the neckline. Lice depend upon human blood to exist and can only survive up to two days away from the scalp. The main symptom of head lice infestation is itching.

Incubation Period

Optimally, eggs hatch in a week, and the resultant lice are capable of multiplying in 8 to 10 days. The typical adult louse lives 20 - 30 days and lays 4 to 5 eggs a day; however, the eggs will only hatch if they are less than 1 week old and are near the scalp.

Mode of Transmission

Transmission occurs by direct head to head contact with a person with a live infestation, or less frequently, direct contact with their personal belongings that are harboring lice, such as combs, hairbrushes, hats, towels, and pillowcases.

Period of Communicability

A person can spread lice as long as live lice remain on an infected person in the hair and are within ¼" from the scalp. Head lice are most common among children attending child care or elementary school.

Exclusion/Reporting

School nurses should work with their administration and local health department to implement a policy regarding head lice and attendance. The American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. The CDC states that nits may be misdiagnosed, and if present, are cemented to the hair shaft and not likely to be transferred. They further state that the adverse effect of lost school days on students and families far outweighs any health risk. Head lice infestation is not listed as a reportable communicable disease under Rule 410 IAC 1-2.3 at [http://www.in.gov/isdh/files/comm_dis_rule\(1\).pdf](http://www.in.gov/isdh/files/comm_dis_rule(1).pdf).

Prevention/Care

- Instruct parents/guardians to use the pediculicides (lice medicine) as directed in the package insert. Infested persons should not use a combination shampoo/conditioner or conditioner before using lice medicine and should not re-wash their hair for 1-2 days after the lice medicine is removed.
- Detection of live lice more than 24 hours after treatment suggests treatment failure. Parents should be advised to call their health care provider before retreating as a different pediculicide may be necessary.
To avoid potential toxic reactions in people, repetitive use of over-the-counter (OTC) head lice control products is not recommended.
- Once an effective treatment has been applied, re-treatment with the same pediculicide according to package directions (usually 7 to 10 days after the first treatment) may be necessary to kill recently hatched lice and rid the child of infestation.
- Household contacts should be evaluated for lice or nits, and if infested, should be treated at the same time as the child.
- Parents are encouraged to comb out and completely remove all nits.
- Parents should be instructed in home control measures, including laundering items in hot soapy water. Brushes and combs should be thoroughly cleaned or boiled.
- Insecticide treatment of the home and/or vehicles is not indicated.
- Presence of lice is not indicative of poor hygiene or unhygienic environment.
- Head lice rarely cause direct harm; they are not known to transmit infectious agents from person-to-person.
- There is a lack of scientific evidence as to whether suffocation of lice with occlusive agents, such as petroleum jelly or olive oil, is effective in treatment.

Other Resources

American Academy of Pediatrics publication on Head Lice:
<http://pediatrics.aappublications.org/content/110/3/638.full.pdf>

Centers for Disease Control and Prevention (CDC):
<http://www.cdc.gov/lice/>

Centers for Disease Control and Prevention (CDC) Link for Schools:
<http://www.cdc.gov/parasites/lice/head/schools.html>

Indiana State Department of Health Quick Facts:
<http://www.in.gov/isdh/files/2010HeadliceQF.pdf>

National Association of School Nurses, "Pediculosis Management in the School Setting":
<http://www.nasn.org/Portals/0/positions/2011pspediculosis.pdf>

3. Policy on the Management of Cimex lectularius (Bed Bugs)
Adopted from Communicable Disease Reference Guide for Schools: 2012 Edition**Cimex lectularius**
Bed Bugs**Clinical Description**

Bed bugs are reddish brown, flat insects that are about ¼ inch long when fully grown. Unlike lice and scabies mites, they do not live on the human body. They hide in cracks and crevices near sleeping areas, especially mattresses, box springs and headboards. Bed bugs usually feed on the blood of humans during the night-time hours then return to their hiding places. Some people may experience itching, pain and/or swelling of the skin where a bed bug bite occurs (such as the arms, face or back) within a day or two after a bite. Although the bites can cause considerable discomfort and loss of sleep, bed bugs do not transmit disease after feeding on multiple hosts.

Incubation Period

Bed bugs go through five immature or nymphalid stages before becoming adults. A blood meal is required for a nymph to molt and progress to the next stage. Under ideal circumstances, development from egg to adult takes around one month. In a school environment, there are not suitable feeding hosts present at night, so development of an infestation in a school is unlikely.

Mode of Transmission

Bed bugs are renowned hitch-hikers. Bed bugs are spread through the acquisition of infested second-hand furniture or by hiding on items used during travel, such as suitcases, outerwear and other belongings. They can occasionally be brought into schools via a student's book bag, clothing or other personal items from an existing infestation in a home. Though the risk is low, bedbugs could be transferred to another student's belongings if they are stored in close proximity.

Period of Communicability

Transmission of bed bugs could occur at any time if present.

Exclusion/Reporting

It is not generally suggested that a student be excluded from school if a bed bug is found on their person or belongings. Parents or guardians should be notified to alert them of a potential infestation. Educational materials should also be provided. Bed Bugs are not listed as a reportable communicable disease under Rule 410 IAC 1-2.3 at [http://www.in.gov/isdh/files/comm_dis_rule\(1\).pdf](http://www.in.gov/isdh/files/comm_dis_rule(1).pdf).

Prevention/Care

If it is determined that a student has brought a bed bug into school, several steps may be taken to avoid spreading the infestation to others. If a home infestation is identified, the student's belongings should be stored separately until the home situation is remedied. Upon arrival at school, the student could be sensitively and discreetly examined each day by the school nurse for the presence of bed bugs on their belongings. In the home environment, items routinely transported from home to school could be stored in plastic bins at both locations to avoid picking up bugs. Routine pest control programs for roaches, ants, and other common household pests do not protect against bed bugs. Widespread treatment of a school specifically for bed bugs is generally not advised or effective. Consult a reputable pest control company if there is a concern.

Outbreaks

An infestation of bed bugs in a school is unlikely, but inspection by a reputable pest control company can be performed if desired.

Other Resources

Indiana State Department of Health Quick Facts:
<http://www.in.gov/isdh/files/BedBugsQF.pdf>

Centers for Disease Control and Prevention (CDC):
<http://www.cdc.gov/parasites/bedbugs/>

Michigan Department of Community Health Document on Bed Bugs in Schools
http://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf

University of Kentucky Dept. of Entomology Bed Bug Page
<http://www.ca.uky.edu/entomology/entfacts/entfactpdf/ef636.pdf>

Purdue University Bed Bug Page
<http://extension.entm.purdue.edu/publichealth/insects/bedbug.html>

University of Florida "Bed Bugs and Book Bags" Educator Training
http://duval.ifas.ufl.edu/Bed_Bugs.shtml

4. Pesticide Application Notice to Parents and Students

- Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. If you wish to be given a notice of such pesticide applications, please notify the building level administration or their designee. You will be given a form to complete and will be notified of any pesticide application with at least a 48-hour advance notice.
- Pesticide application will not be done with children, staff members, or any other people present in the area that is to be sprayed.

5. Textbook Rental Use and Damage

- At the beginning of the school year, students must pay rental fees. Fees are due and payable at that time, except in the case of families whose income fulfills the eligibility guidelines set forth by the State of Indiana for whom assistance will be granted by the school corporation.
- Assistance means the State of Indiana will pay for the workbooks and a portion of the textbooks required for a class, which has been approved by the Adoption Committee for textbooks.

In the case of a student transferring to another school or a family moving to another state, a refund will be made within a reasonable length of time.

- At the end of the school year, the teachers collect the books. If a book has had excessive wear or damage, the student may be charged an additional fee. If a book is lost, the student will be required to pay the full price of replacing the book with a new one.

6. Lost and Found

- The school is not responsible for any items reported lost or stolen. Lost and found items are kept in the office area or cafeteria. Students who find lost articles are asked to turn these articles in at the office. Lost articles not claimed within a reasonable time will be given to charitable organizations.

7. Student Bullying

Bullying Policy 5.42

1. This rule applies when a student is:
 - On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - Off school grounds at a school activity, function, or event; or
 - Traveling to or from school or a school activity, function, or event; or
 - Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

8. Sexual Harassment

- It is the policy of the Southwestern Jefferson School Corporation to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student of the Southwestern Jefferson School Corporation to harass another student through conduct or communications of a sexual nature as defined below:

DEFINITIONS OF HARASSMENT

- Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.
- Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
- A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or extra-curricular participation or creating an intimidation, hostile, or offensive educational environment.

COMPLAINT PROCEDURES

- Any student who alleges sexual harassment by another student in the school corporation is to use the complaint procedure explained below. Reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or extra-curricular participation.
- The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become a part of any regular student file. However, any official disciplinary actions by school officials will become a part of any regular student file.

REPORTING SEXUAL HARASSMENT

All reports of sexual harassment shall be handled in the following manner:

- Reports must be in writing on forms supplied by the Corporation;
- Reports must name the person(s) charged with sexual harassment and state the facts;
- Reports must be presented to the building principal. (Or, if the complainant believes the principal will not adequately address the report, the report may be presented to the complaint designee.) The building principal or designee shall inform the Superintendent, or his/her designee, of all filed reports.
- The building administrator who receives the complaint shall thoroughly investigate the alleged sexual harassment, attempt to reach a satisfactory solution, and within (5) calendar days, shall report his or her finding to the student(s) who filed the complaint. If the student(s) is not satisfied with the building administrator's decision, he or she may within ten (10) calendar days, appeal the decision, in writing, to the Superintendent's office.
- The reports and the results of the investigation will be presented to the superintendent. The superintendent shall review the report, meet with any persons he/she deems appropriate, and within 15 working days of this meeting, shall distribute his/her written disposition of the appeal to the complainant, respondent, and building principal.
- The Superintendent's disposition may be appealed to the Board of Trustees. The Board may consider the superintendent's recommendation in executive session and take any action deemed appropriate, with consideration of such due process rights as may apply. The alleged victim's name will not be released to the public unless required by law. The Board of Trustees action will be considered final in this matter.
- The parties may have representation at his/her own expense and choice at any meeting concerning the complaint brought under this policy.

SANCTIONS FOR MISCONDUCT

- A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension, expulsion or other punishment, which the Corporation deems appropriate and necessary to correct the behavior. In imposing such discipline, the Administration and the Board of School Trustees shall comply with applicable policies and statutes.

FALSE REPORTING

- Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action including, but not limited to suspension/expulsion.

RECORD KEEPING

- A complete record of all complaints under this policy and the disposition of such complaints shall be maintained in the office of the Title IX complaint designee.

9. STUDENT RECORDS

Federal and State laws and regulations govern educational records. The requirements of these laws and regulations are contained in the school board policy #3.02, entitled Access to Public Records. Generally, this policy provides for the following:

- Records are confidential and may be disclosed only as provided in the policy.
- The policy concerns both elementary and secondary student education records.
- Parents and students have a right to examine their students' education records at a reasonable time.
- Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) a parent of a student who is less than eighteen years of age and not attending a post-secondary school; or (2) a student who is at least eighteen years of age or attending a post-secondary institution (an eligible student).
- Certain persons may examine educational records without a parents or eligible students consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, School Corporation or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, School Corporation, or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification of the parent or eligible student.
- Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes the students name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height weight, grade level, degree, most recent previous school attended, photograph, videotape not used in disciplinary actions student work displayed at the discretion of the teacher with no grade display, and any other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of student directory information by filing form (Denial of Permission to

Release Certain Directory Information without Prior Written Consent) for the principal's office no later than fourteen calendar days from the date of receipt of this notice.

- Education records will be provided to law enforcement juvenile authorities, and the courts in accordance with legal requirements, which might or might not include parental consent, depending on the circumstance.
- Student directory information consisting of a student's name, address, and telephone number will be released to the military recruiters unless a student, parent, or guardian submits a written request at the end of the sophomore year stipulating that Student Directory Information not be released to military recruiters.

10. Grievance Procedure for Discriminatory Violations, Interpretations, and Applications.

- Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap condition), the Disability Act, and the advisory Committee Requirements of the State Vocational Technical Education Plan.
- Interested parties include school corporation officers, employees, students and patrons.
- Applies to acts or omissions relating to protected rights based upon age, race, color, natural origin, religion, sex, and handicap condition including limited English proficiency, and disability.
- Compliance Coordinator: The building principal for allegations of building level violations to students or building patrons.
- Compliance Officer: The Superintendent of Schools

The process

a. Level One

- The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #8 above. The complaint shall stipulate the specific act or omission, the date of it and parties involved.
- The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
- The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
- The complainant shall have seven (7) calendar days to respond in writing to the decision before it becomes final. If the complainant disagrees with the decision of the compliance officer, a Level Two Procedure shall be enacted.

b. Level Two

- The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
- The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
- The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

Note: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation application is of a corporate nature such as a written rule, regulation in policy, then Level Two is initiated immediately.

Southwestern School Corporation Bylaws & Policies

3.41 Criminal Gangs and Criminal Gang Activity in Schools

I.C. 20-26-18 was passed by the 2013 Indiana General Assembly and requires school boards to adopt a policy on criminal gang activity by June 1, 2016.

The Board of School Trustees of the Southwestern Jefferson County Consolidated School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: either: promotes, sponsors, or assists in; or participates in; or requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following.

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: I.C. 20-26-18; I.C. 20-33-9-10.5; I.C. 35-45-9-1

Adoption: 4/30//2018

NOTICE OF NONDISCRIMINATION PRACTICE

The Southwestern Jefferson County Consolidated School Corporation of Hanover, Indiana is an educational institution committed to nondiscrimination on the basis of age, race, color, religion, sex, national origin or handicap condition in any employment opportunity, in any services, programs, instruction and facilities-availability to its officers, employees, students and patrons.

The Southwestern Jefferson County Consolidated School Corporation is in compliance with TITLE VI of the Civil Rights Act of 1964 (race, color, national origin); Section 504 of the Educational Amendments of 1982 (Sex); Section 504 of the Rehabilitation Acts of 1973 (handicaps including limited English Proficiency).

Any request for additional information regarding nondiscrimination and any instances of alleged discrimination and correction of same - based on age, race, color, religion, sex, national origin or handicaps may be brought to the attention of the coordinator of TITLE VI and TITLE IX and Section 504 of the Rehabilitation Act of 1973; TITLE IX of the Educational Amendments of 1972 (sex).

Information regarding the process of correction including proper grievance procedures is available upon request at the superintendent's office. The Coordinator is:

Superintendent of Schools

239 South Main Cross Street
Hanover, IN 47243-9309
Telephone: 812-866-6251

High School Principal

167 South Main Cross Street
Hanover, IN 47243-9468
Telephone: 812-866-6221

Middle School Principal

167 South Main Cross Street
Hanover, IN 47243-9309
Telephone: 812-866-1261

Elementary School Principal

273 South Main Cross Street
Hanover, IN 47243-9468
Telephone: 812-866-6209

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